

8 September 1953

**MEMORANDUM FOR DIRECTOR OF CENTRAL INTELLIGENCE**

**SUBJECT: Arrangement to be made to Procure Foreign Publications**

**1. PROBLEM**

To preserve the flow from overseas of foreign books, periodicals, and newspapers which are needed by all members of the intelligence community.

**2. FACT**

Though of high priority to intelligence, the procurement of foreign publications is of low priority to the State Department. Hence, the pressure of recent budget cuts has caused State to abandon all aspects of this function except the actual collection abroad, on a somewhat reduced scale, of the desired foreign publications. The special unit in State (Foreign Publications Branch of the Office of Libraries and Intelligence Acquisition) which has been performing the headquarters aspect of the job is scheduled to be abolished, leaving on the job certain full time and part time collectors only.

**3. SOLUTIONS**

Two solutions have been proposed:

a. DCI/I and State have mutually agreed to a solution, based on extensive staff work, which would provide for CIA/OCD to perform the necessary headquarters work in Washington and supply all the essential guidance to the Publications Procurement Officers of the foreign service overseas.

b. An alternative interim solution has been directed by the Acting DCI pending final decision by DCI. This also would place the major part of the workload in OCD, but would require State to retain direction of the full time and part time procurement officers overseas.

In practice, the two proposals would work as follows:

DD/L-State Proposal

Alternate Proposal

I.

PHASE I

Requirements and Preliminary Staff Work

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|--|--|
| 1. CIA/OCD to receive requirements for foreign publications from all agencies. Also initiate general guide-type requirements.              | 1. Same  |
| 2. OCD to perform staff work of searching out exact title, name of author, publisher, price, place and date of publication, for each item. | 2. Same  |
| 3. Based on foregoing, OCD to decide which foreign service post should attempt procurement of each item.                                   | 3. Based on foregoing, OCD to recommend to State which foreign service post should attempt procurement of each item. |

II.

PHASE II

Getting out the Purchase Orders

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|---|--|
| 1. OCD to write up purchase orders for transmission to procurement officers overseas.   | 1. Same  |
| 2. OCD's officer in charge of the operation to sign purchase instructions as "Special Assistant for Publications Procurement, Department of State." | 2. OCD to transmit purchase orders to State for authentication and signature.          |
| 3. OCD to transmit purchase orders to appropriate foreign service posts through State command and communication channels.                           | 3. State to transmit purchase orders to appropriate foreign service stations overseas. |

III.

PHASE III

Handling the Publications Received

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|---|---------|
| 1. OCD to receive all publications transmitted from overseas in accordance with orders placed.  | 1. Same |
| 2. OCD to distribute publications to customer agencies in accordance with requirements on file. | 2. Same |
| 3. OCD to publish accessions lists, if necessary, for the benefit of all.                       | 3. Same |

IB/L State ProposalAlternate Proposal

## IV.

PHASE IVAction on Procurement Delays and Failures

1. OGD to perform follow-up service on items ordered but not received, and handle inquiries from other agencies regarding same.

2. OGD to transmit to field, through State channels, requests for remedial action.

3. OGD to receive from field explanations for procurement delays and failures.

4. OGD to transmit to customer agencies explanations for procurement delays and failures.

1. Same

2. OGD to prepare for signature and action by State, requests for remedial action.

3. State to sign and transmit to field requests for remedial action.

4. State to receive from field explanations for procurement delays and failures.

5. State to advise CIA of the substance of the explanation and take necessary remedial action as appropriate.

6. Same

SUMMARY OF ADVANTAGES

1. Preserves the fiction of a function and service provided by State (a) by using State communication channels for all communications with foreign service posts overseas, and (b) by placing the operation under the charge of a man who, though on the CIA payroll, has concurrent duty with State and a State Department title.

2. Provides better economy and efficiency, by enabling the officer actually responsible for the operation to deal directly - though through State communication channels - with foreign service posts overseas and particularly the specialists (Publications Procurement Officers).

1. Establishes clear cut responsibilities of State to perform the collection aspect by requiring that an officer of the Department sign and be responsible for all communications with foreign service posts overseas.

2. By continuing only this minimal service of common concern, CIA avoids necessity of consulting Bureau of the Budget and Congress by removing grounds for possible criticisms of CIA for taking on functions lopped off Department of State.

SUMMARY OF ANSWERS (Cont'd.)

2. (Cont'd.) Under this concept, it can be maintained that there is neither a transfer of a function, the creation of a new unit by CIA, nor transfer of a block of personnel from State to CIA; CIA merely takes on a few talented individuals formerly in State, as a result of a higher level of activity in CIA.

4. In view of the fact that the decision in this matter will have the effect of precedent in similar problems, the Acting DCI and I have adopted only an interim arrangement, as described in the "Alternate Proposal," feeling it best to leave the matter for your considered decision.

5. As a corollary to the interim decision, I have also been tentatively directed to absorb, within the already allotted personnel spaces and budget of DI/I, such additional individuals as may be required as a result of the increased level of CIA activity in this particular field. In my view this is, in effect at least, a new function for DI/I, and I should be allotted additional personnel spaces commensurate with the increase in activity.

6. The Acting DCI and I both recommend that you make a final determination, both as to which of the two Alternatives is to be adopted and as to the question of the additional personnel spaces to DI/I.

ROBERT ARDEN, JR.  
Deputy Director/Intelligence

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